UNA-UK

Conference Report 2025

This report seeks to provide a summary of the UNA-UK Conference held on 12 April 2025 and recommendations to the UNA-UK Board to inform their strategy discussions. This report will also be circulated to all UNA-UK members and supporters.

Please note that this report provides a summary of the day-long event and is not intended to be exhaustive.

The Conference Committee extends its sincere gratitude to Sarah Webster, Ali Hessami, and Patricia Rogers for their invaluable notes, which have significantly informed and enhanced the preparation of this report.

Approved by the UNA-UK Conference Committee on 20 May 2025

unauk.conference@gmail.com

Chair of the Conference Committee: Hana Shono

Vice-Chair of the Conference Committee: Sophie Kasmi

Committee Members: Bolanle Oyediran, Shinu Yohannan, Viv Williams

Contents

Recommendations

Based on the discussions and outcomes of the event, the Conference Committee makes **four key recommendations** to the Board, as follows:

1. **Deepen engagement with UNA-UK Members and Groups with their projects and campaigns**

Conference attendees demonstrated a desire for enhanced connection with the central UNA-UK team, operations and Board. Calls for more transparency on central activities were made.

The Conference Committee recommends UNA-UK enhance communications with Members about UNA-UK's activities by using a variety of channels to promote transparency and ensure Members feel heard and valued. This commitment can be demonstrated through the introduction of an annual conference (see point 2 below), which would serve as a platform to reflect on feedback, showcase progress, and reaffirm our responsiveness to Member voices.

2. **Consideration of an Annual Conference and allocation of funding accordingly, as part of budgeting**

Another call made by Members was for an annual conference, rather than a bi-annual one.

The Conference Committee recommends that the Board endorse and fund this activity as a strategic vehicle for advancing UNA-UK's mission, delivering on key organisational priorities, and enhancing public engagement with the UN and the UK's global role.

3. **Support the newly proposed Accountable Veto Resolution campaign**

Developed by the UNA-LASER working group and supported by organisations such as LAW Not War and Amnesty International, it calls for greater scrutiny of veto powers.

The Conference Committee recommends UNA-UK support the campaign however it can, potentially by taking it up as a UNA-UK campaign, and responding to an existing request from Amnesty International to UNA-UK for its support.

4. **Enhance youth engagement and participation**

Enthusiasm was shown at the Conference by multiple young people seeking to engage more with UNA-UK. The offering for youth should be expanded, clarified and promoted. Youth also present an opportunity for wider membership adoption.

The Conference Committee recommends developing a clear and compelling youth engagement

strategy, including tailored events, communications, and pathways into wider UNA-UK involvement. This should include greater visibility of existing opportunities, the creation of new youth-led initiatives, and considering adopting UNA-YP and/or youth MUNs as dedicated youth advisory group(s) to help shape future programmes.

Key Points

Summary

Attendees praised the conference as a valuable gathering of passionate members committed to global issues. The programme featured insightful discussions and relevant presentations. Participants welcomed the chance to meet the new Chair and CEO and enjoyed productive networking sessions. Members appreciated being kept informed and found the discussions engaging and educational. Overall, the event successfully combined learning, networking, and perspective-sharing in a professional and welcoming atmosphere.

The Conference Committee noted strong support among members for the proposed *Accountable Veto Resolution (AVR)*. Developed by the UNA-LASER working group and backed by organisations such as LAW Not War and Amnesty International, the AVR seeks to increase scrutiny of veto use in the UN Security Council through a review process led by elected members. Attendees welcomed the initiative as a practical step toward greater accountability and expressed interest in helping to take it forward. Further information on this initiative can be found under "UN Reform: Global Governance at Risk".

Below the Committee highlights feedback received, reflects on the Conference, and expands on its recommendations to the Board made above.

Standing Orders

The Standing Orders, as circulated to members in advance of the Conference, were formally approved during the event. Going forward, UNA-UK members will have the opportunity to propose amendments to the Standing Orders by submitting suggestions to the Conference Committee for consideration. Any proposed changes will require approval by both the Committee and the UNA-UK Board. For transparency and future reference, the approved Standing Orders will be included as an appendix to this report.

Post-Conference Reflections

1. Conference Format: Policy vs Member Engagement

A key area for future consideration is the focus of the Annual Conference. Discussions suggested the possibility of alternating between a policy-focused and a member-focused conference each

year, or combining both elements within a single event. For the latter option, one approach could be to allocate half a day to each element, or to extend the event over two full days, dedicating one day to each. Further consultation with members and the Board will help determine the most effective and inclusive format moving forward.

2. Recording and Documentation

Due to technical issues with Zoom, the conference recording was unsuccessful. No alternative method was in place to document proceedings, and formal minutes were not taken. As a result, there is no complete record of the event. This limitation should be taken into account when reviewing this report. For future conferences, it is strongly recommended that a robust backup plan be implemented, including designated minute-takers and/or a secondary recording method to ensure a reliable record is captured.

3. Inclusion of Urgent and Emerging Topics

It was recommended that future conference agendas include a designated space to discuss urgent or emerging issues raised by members. This would allow for timely and responsive engagement with current developments, both within the organisation and in the wider global context.

4. Member Consultation and Engagement

A key theme in the feedback was the importance of ensuring members' voices are heard and represented. This requires structured consultation processes well in advance of the conference, allowing sufficient time for member feedback to be reviewed and incorporated into the programme. Enhancing this process will strengthen the democratic and inclusive nature of the event.

5. Timelines and Submission Processes

Due to unforeseen delays in the lead-up to the conference, there was insufficient time to prepare conference papers or to invite and review submissions from members. For future events, key deadlines will be set and communicated early in the planning cycle, including deadlines set by the Standing Orders. These deadlines will be strictly adhered to in order to ensure all members have the opportunity to contribute meaningfully to the conference agenda.

6. Agenda and Topic Selection Transparency

Participants expressed a need for clearer information on the conference agenda ahead of the event, including greater transparency regarding how topics and sessions are chosen. Improved communication on this process will help members better understand the structure and enhance their engagement with the programme.

7. Funding and Venue Logistics

Securing a suitable and affordable venue posed logistical challenges this year, particularly due to the requirement for Board approval prior to booking. This delayed the finalisation of the venue and risked losing the preferred location. Moving forward, it is recommended that funding requirements for the conference be assessed and submitted to the Finance and Governance Committee well in advance, to ensure sufficient time for approvals and bookings.

8. Conference Financial Summary

A profit and loss summary for the 2025 Annual Conference will be prepared by the Conference Committee and submitted separately. This financial overview will support planning and budgeting for future events and provide a transparent account of the conference's financial performance.

Funding

Following the recent conference and the insightful reflections that emerged, the Conference Committee would like to provide the Board with an early update regarding funding for future conferences to address the call of Members. The conference continues to represent outstanding value for money, delivering national reach and tangible policy impact with a modest investment.

Specifically, the event:

- Supports youth leadership by providing meaningful speaking and participation opportunities to emerging voices, fostering the next generation of leaders.

- Promotes diversity and regional inclusion across the UK, ensuring a broad spectrum of perspectives and communities are represented.

- Generates extensive media and digital content, extending the conference's influence well beyond the event itself.

- Builds and strengthens relationships with institutional partners, funders, and key influencers, creating a foundation for ongoing collaboration.

- Showcases UNA-UK's thought leadership and convening power, positioning the organisation as a leading voice on critical issues.

- Contributes directly to achieving UNA-UK's wider strategic goals, amplifying the organisation's impact on policy and public engagement.

The Board is asked to kindly consider this initiative as part of future funding discussions. A more detailed funding request, including budget specifics and strategic plans, will follow over the coming months for the Board's consideration.

The Conference Committee thanks the Board for its ongoing support and consideration.

Feedback Report

Summary

The 2025 UNA-UK Conference was received as a valuable and engaging event that brought together members committed to global issues. Attendees praised the relevant programme, high-quality speakers, and the opportunity to meet the new Chair and CEO. Face-to-face networking was highlighted as a particular strength, and members appreciated the chance to share group activities and engage in meaningful discussions.

Constructive feedback focused on improving the hybrid format, with virtual attendees facing technical difficulties and limited interaction. Some felt the agenda was too full, leaving little room for deeper debate, and suggested clearer communication ahead of future events, including a more transparent agenda and earlier deadlines. Newer members requested a short overview of UNA-UK's work in advance, while others called for a clearer conference theme, better-structured presentations, and space for urgent topics to be raised on the day. Overall, members were highly engaged and offered thoughtful suggestions for making future conferences more inclusive and impactful.

Attendance Overview

The total number of attendees at the conference provides important context for interpreting the feedback and survey results presented in the following sections. A summary is outlined in the table below. This figure reflects the overall engagement and representation at the event, which is crucial for understanding the scope and impact of the feedback collected.
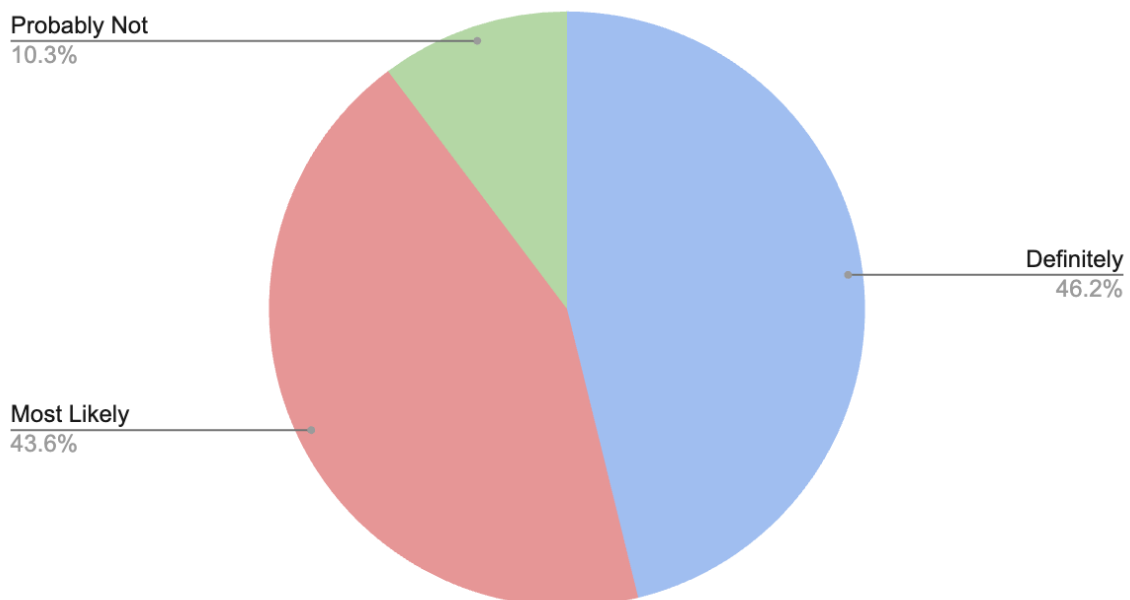
	Total Registrants	Member Registrants	Total Attendees	Member Attendees
In-Person	137	73	70	45
Online	150	55	56	25
Total	287	128	126	70

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The following statistics have been compiled from attendees both online and in person who completed the feedback form sent to them after the conference:

Was the UNA-UK Conference what you expected?

No
10.3%

Partially
33.3%

Yes
56.4%
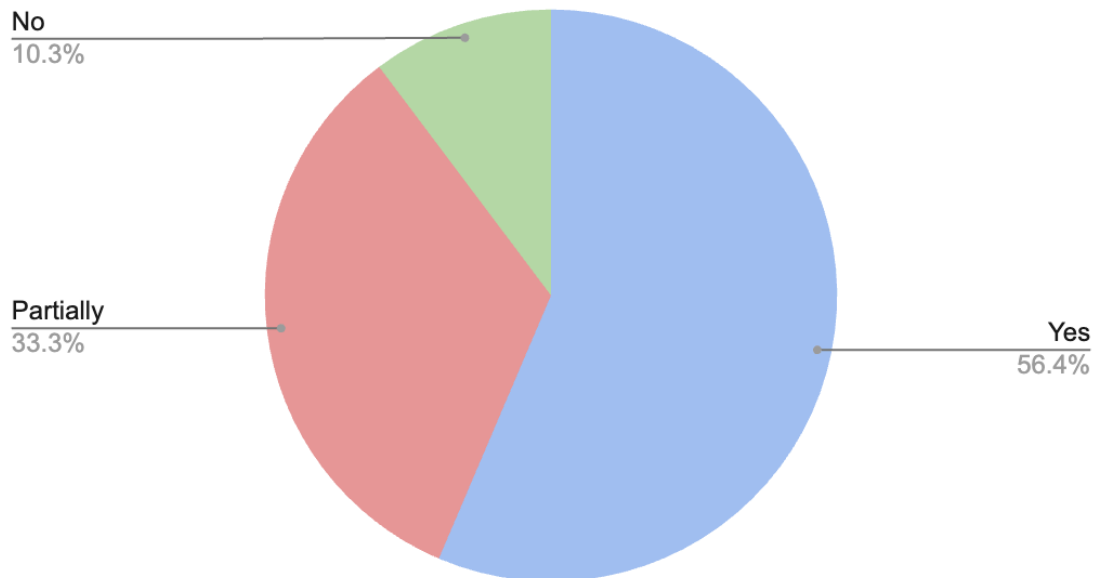
Would you attend the next UNA-UK Conference?

Probably Not
10.3%

Definitely
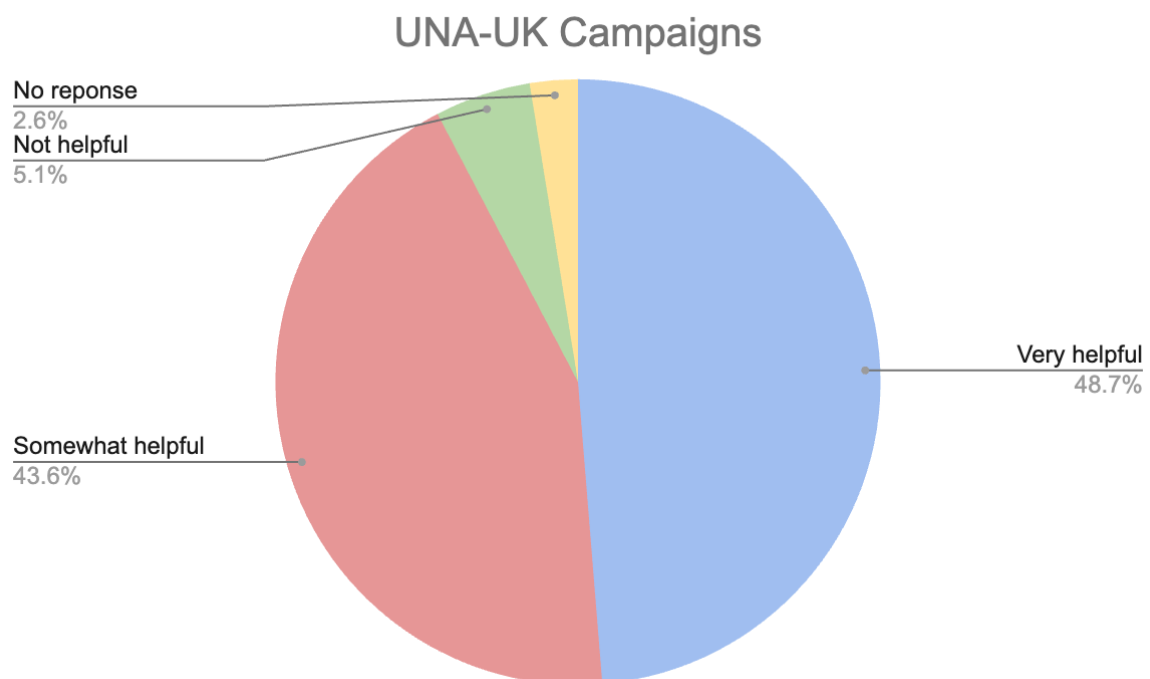46.2%

Most Likely
43.6%

Attendees largely valued the chance to engage with global issues, connect with fellow members, and hear from the new Chair and CEO. The conference was widely praised as well-organised and informative, featuring relevant topics and strong speakers.
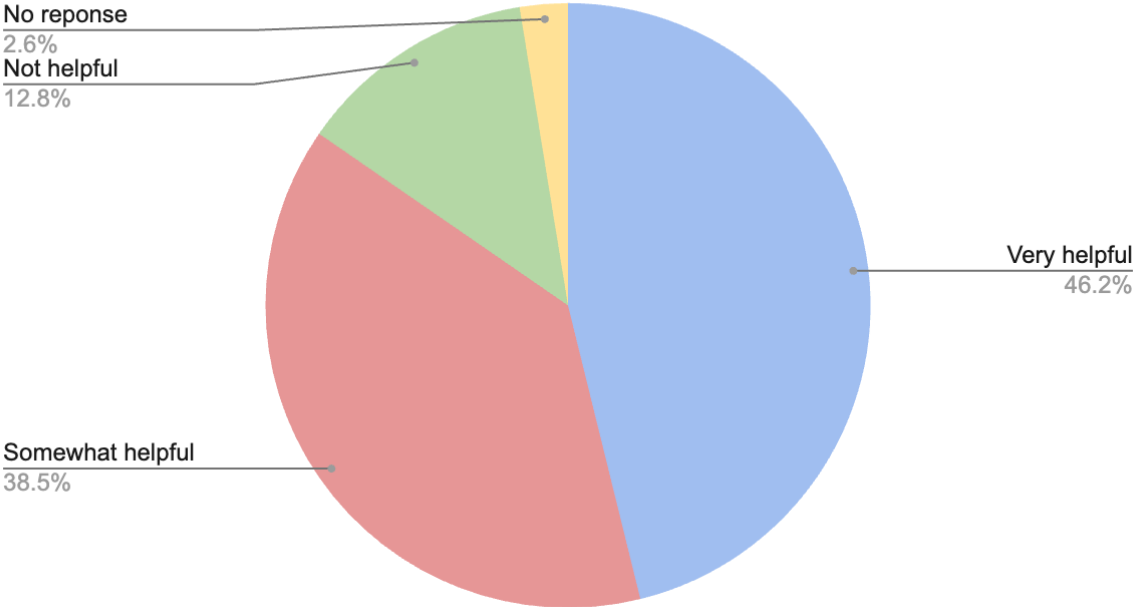
However, several participants raised concerns about the hybrid format, noting technical difficulties and limited opportunities for online attendees to participate fully. Some felt the event lacked a clear theme or focus, with too many topics compressed into a short schedule.

There were calls for clearer communication about the agenda, more strategic content aligned with UNA-UK's work, better integration of newer members, and greater involvement from UN diplomats to enrich discussions and perspectives. While the conference met many expectations, attendees also identified opportunities to improve structure, inclusivity, and planning.

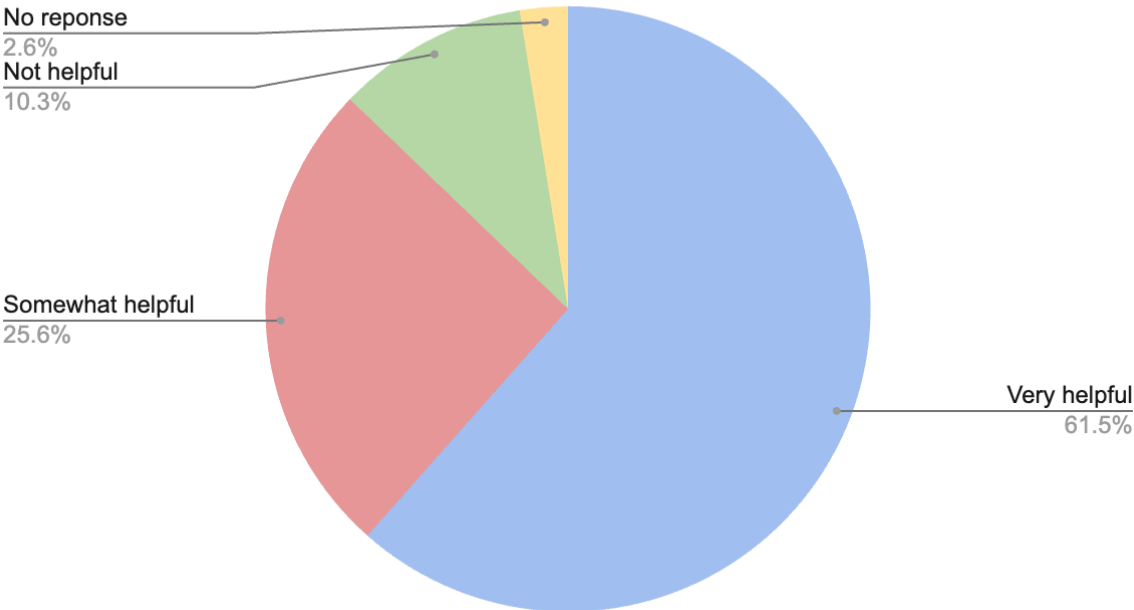**To what extent did the conference help develop your understanding or equip you for engaging further on the following topics?**

UNA-UK Campaigns

No reponse
2.6%
Not helpful
5.1%

Very helpful
48.7%

Somewhat helpful
43.6%

UNA Groups

No reponse
2.6%
Not helpful
12.8%

Very helpful
46.2%

Somewhat helpful
38.5%

UN Reform

No reponse
2.6%
Not helpful
10.3%

Somewhat helpful
25.6%

Very helpful
61.5%

AI and the UN

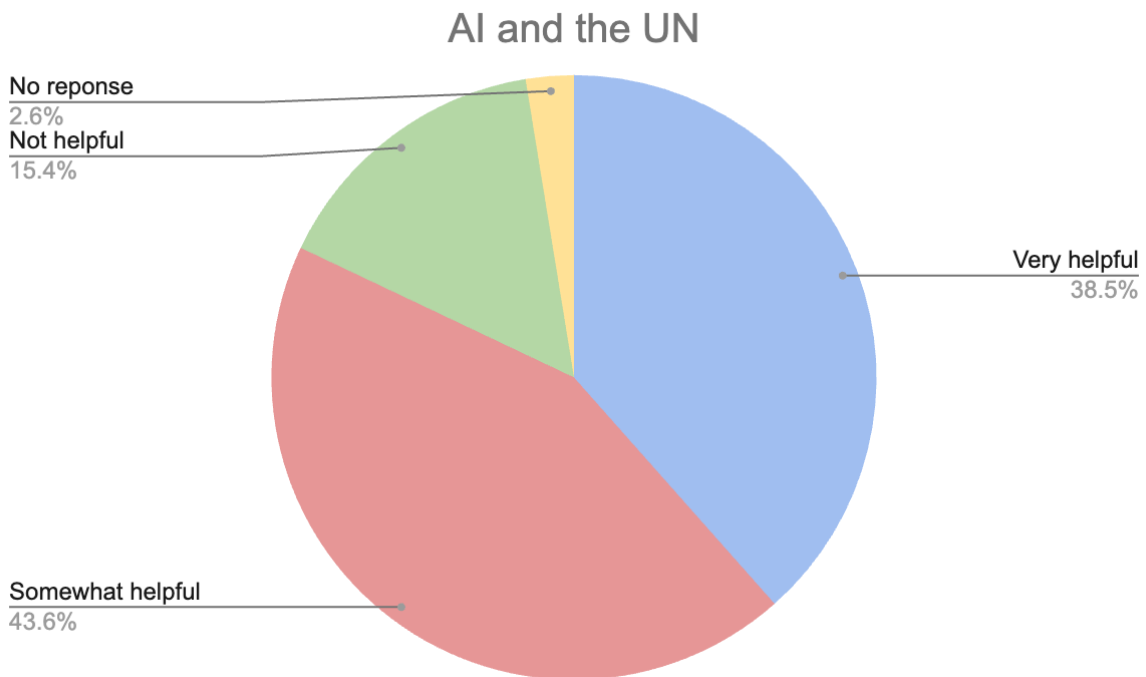No reponse
2.6%

Not helpful
15.4%

Very helpful
38.5%

Somewhat helpful
43.6%

These findings indicate that the conference was broadly effective in enhancing participants' understanding and capacity to engage with key UNA-UK topics. The most positively received topic was UN Reform, with 61.5% of respondents rating it as *very helpful*—the highest among all categories—highlighting the strong interest and clarity around this issue, particularly in light of the Accountable Veto Resolution Initiative. UNA-UK Campaigns and UNA Groups also scored well, with 48.7% and 46.2% of participants respectively finding them *very helpful*, and around 40% rating them as *somewhat helpful*, suggesting that while participants found value in the sessions, there is room for deeper engagement. The topic that saw the least positive feedback was AI and the UN, where only 38.5% found it *very helpful* and 15.4% deemed it *not helpful*, indicating a potential need for clearer framing or more accessible content on emerging topics.

Feedback from Conference Attendees

1. Hybrid Experience & Technical Issues

Several online participants reported feeling excluded from key parts of the conference, particularly the group discussions and networking sessions. Technical issues such as unclear audio and camera positioning, which limited visibility of speakers, reduced the effectiveness of the virtual experience. Some feedback indicated a lack of clear communication regarding the start time and agenda for remote attendees — this might be improved by a more tailored agenda for those joining online. Suggestions included rehearsing the technical setup in advance, testing equipment thoroughly, and creating more interactive opportunities for online participants.

2. Structure & Focus

Some attendees felt that the agenda was too tightly packed, making it difficult to fully engage with each session. Others commented that the overall theme of the conference was unclear and that certain sessions felt overly broad or lacked direction. It was suggested that future conferences narrow the focus to fewer, more impactful topics, and ensure that each session aligns closely with a clear and coherent theme. Tailoring content to different levels of experience—such as new versus long-standing members—was also recommended.

3. Member Engagement

There was a desire for greater member participation in shaping the conference content and direction. Attendees expressed interest in more interactive elements such as debates or resolution-writing, along with opportunities for grassroots members to submit proposals. A few participants also raised concerns that UNA-UK can sometimes feel exclusionary or unrepresentative of the full diversity of its branches and membership. Increasing mechanisms for member input could help foster a more inclusive and participatory environment. Despite this, the in-person networking sessions were valued by attendees.

4. Content & Balance

While many found the presentations valuable, there was feedback that more positive and practical examples of the UN's impact would have been beneficial. Attendees were also keen to have access to follow-up materials such as presentation slides. Some expressed a desire to see more coverage of pressing global issues like the situations in Palestine and Ukraine or topics related to refugees.

5. Facilities & Logistics

A common point of feedback was the lack of refreshments such as tea and coffee throughout the day. Although the venue itself was accessible, it lacked inviting spaces for eating or informal social interaction, which some felt detracted from the overall atmosphere. Attendees suggested that even minimal hospitality offerings would significantly improve the experience and that future venues should better accommodate both the functional and social aspects of the day. Despite this, the conference venue was positively received. The overall camaraderie and enthusiasm of attendees were also appreciated.

6. Accessibility & Inclusion

There were calls for clearer orientation for new members, including pre-event briefings or introductory materials to better understand UNA-UK's mission and operations. Ensuring new attendees feel supported could help build a stronger, more connected membership base.

UN Reform: Global Governance at Risk

Presented by Anita Punwani and David Cheesman

Summary

The talk focused on the urgent need for reform of the United Nations Security Council (UNSC), particularly in relation to the veto powers held by its five permanent members (China, France, Russia, the UK, and the USA). The current structure, established by the UN Charter, is widely viewed as unrepresentative and frequently paralysed by the use of the veto, which prevents effective responses to major global conflicts, such as those in Gaza, Ukraine, and Sudan.

The speaker highlighted that reforming the UNSC—its membership, procedures, or voting practices—requires a significant legal process: amendment of the UN Charter, including ratification by two-thirds of the General Assembly and all P5 states. However, in the 80 years of the UN's existence, only three such amendments have been made.

Alternatives to Charter Reform

Recognising the difficulty of formal Charter amendments, the speaker discussed several initiatives aimed at constraining the veto without requiring Charter reform:

- **Resolution 377A ('Uniting for Peace')** enables the General Assembly to recommend collective action, including use of force, when the UNSC is deadlocked.

- **Resolution 76/262** mandates that the General Assembly must debate any veto within 10 business days.

- The **ACT Code of Conduct**, supported by 120 states, calls for UNSC members not to use the veto to block action aimed at preventing mass atrocities. However, the main users of the veto—China, Russia, and the USA—have not signed.

- An **ICJ Initiative** seeks a General Assembly request for an advisory opinion from the International Court of Justice, affirming legal limits on the veto.

The AVR Initiative

The newly proposed **Accountable Veto Resolution (AVR)**, developed by the UNA-LASER working group and supported by organisations such as LAW Not War and Amnesty International, calls for greater scrutiny of veto use:

- Whenever a veto is deployed, all 10 elected UNSC members (E10) would form a **Veto Scrutiny Panel (VSP)**.

- The VSP would convene an Emergency Session of the General Assembly (under Resolution 377A), assess whether the veto breached the Charter, and recommend collective action if necessary.

- This collective action, though technically from the General Assembly, should be treated as binding under Article 25 due to the rigorous review by UNSC members.

While not a replacement for full UNSC reform, these initiatives aim to ensure that international law and the UN Charter are respected and that business cannot continue as usual while reform discussions persist. Their relevance will only grow if future reforms lead to enlargement of the UNSC without abolishing the veto.

Broader Themes

- Structural reform is part of a wider call for the UN to reflect modern geopolitical realities and the interests of civil society.

- The role of civil society and more equitable representation in global governance was emphasised.

- The need to address root causes of conflict—particularly inequality and forced migration—was linked to the limitations of the current UN system.

Artificial Intelligence and the UN

Presented by Suheil Shahryar and Gillian Douglass

Summary

The presentation was delivered in two parts, offering both a technological and non-technological perspective on artificial intelligence. The first speaker provided a technologist's overview, beginning with an explanation of what AI is — a machine-based system built on neural networks capable of learning from data — and what it is not, emphasising its current inability to replicate human abductive reasoning, emotions, consciousness, or evolutionary intelligence.

Despite these limitations, the speaker outlined three major risks AI poses:

Warfare — Autonomous weapons systems, already currently deployed by some states, could commit mass atrocities without human moral restraint.

Finance — AI systems could trigger irreversible financial crises due to their opacity and complexity.

Employment — Mass automation threatens to displace fulfilling human roles, potentially leading to a societal crisis of purpose and inequality.

The speaker argued for urgent regulation, ethical frameworks, and global cooperation, stressing that the trajectory of AI will reflect societal choices. A more optimistic outlook suggested that, if properly harnessed, AI could augment human capabilities and address global challenges.

In the second part, Gillian presented a civic perspective, questioning the authenticity of AI-generated emotions and its suitability as a social companion. She highlighted the potential for misuse — from deepfakes and manipulation to replicating systemic biases in sectors like social work. She voiced strong concerns about AI's role in warfare, noting its dehumanising and traumatising effects.

However, she also acknowledged AI's potential for good: cleaning oceans, advancing healthcare, and improving environmental management. Gillian called for equitable global access to beneficial AI and warned against unchecked corporate control.

Proposals included a UN-led treaty on AI governance, akin to existing arms control frameworks. Such a treaty could aim to regulate AI's military use, ensure its ethical deployment, and guarantee access to life-enhancing technologies for all, irrespective of geography or wealth. She referenced the 2023 Bletchley Declaration as a promising precedent for global cooperation. Members also referred to the UN's existing work in this space, including the UN Global Digital Compact, part of the UN Pact for the Future 2024.

In the discussion that followed, there was no specific call to action for UNA-UK, but it was clear that members viewed AI as an important and timely issue. UNA-UK's existing *Stop the Killer Robots* campaign was praised for its continued relevance, and a suggestion was made to explore connections with Sam Daws at the University of Oxford.

UNA Groups

Presented by UNA-UK Elected Trustees Dorothea Christiana and Tim Jarman

This presentation included an overview of various UNA groups and the activities they have been leading, such as educational events and advocacy efforts.

UNA Women's Advisory Council
New chair appointed in November 2024. Focusing on gender-based violence, health inequity, and parental leave. Emphasis on grassroots advocacy and leveraging the committee's expertise via social media.
Contact: ukwacuna@gmail.com

UNA Eastbourne
Running a Tri-Species carbon capture project in Uganda, with community benefits including agroforestry, water provision, income generation, and improved school stoves. Supports local authorities' net zero goals.
Contact: ianelgie@hotmail.com

UNA Tunbridge Wells and Wealden
Hosted a public talk on war crimes and the ICC with expert speakers covering gender violence and international justice.
Contact: gillianthackeraydouglass@gmail.com

UNA Scotland
Organised a MUN at Heriot-Watt, published a Human Rights Poster Series, and attended the 3MSP in New York. Future plans include the UNAS Earth Ambassadors initiative and Pathways to Peace seminars. A new UN Engagement team has been formed.
Contact: hello@unascotland.org.uk

UNA Warwick & District
Delivered monthly expert-led sessions on peacekeeping, climate, humanitarian work, and global politics. Engaged with the public through festivals and hybrid events.
Contact: gianclareuna@gmail.com

UNA Harrogate
Action-focused meetings in 2025 include: Harrogate Week of Peace, 'Feed the World', and leadership development, aligned with the UN SDGs.
Contact: cliveandrewwilson@gmail.com

UNA London & Southeast Region

Three major events annually: AGM with group reports, Summer Council, and Policy Conference. Supports local groups and working groups on UN Charter reform and SDG action.

Contact: contact@unalaser.org; 07500 608 535; http://www.unalaser.org

UNA Coventry

Runs the UNACov.uk website and newsletter. Recruits volunteers via university fairs and online. New "FixTheWorld" initiative promoting local climate action. Currently focused on war's impact on children.

Contact: philip@unacov.uk

UNA Harpenden

Holds monthly lectures, bi-monthly discussions and book groups, supports local MUNs, and organises UN Day services. Shares global issue resources.

Contact: una.harpenden@gmail.com

UNA Newbury

Focuses on community outreach, local government and religious group engagement, and school activities. Campaigning on the Montreal Biodiversity Treaty and Universal Declaration of Human Rights.

Contact: BowlingGreen53@outlook.com

Conclusion

The Conference Committee wishes to express its gratitude to all attendees and staff for their valuable contributions and reflections following the conference held on 12 April 2025. The event demonstrated UNA-UK's vital role in fostering member engagement, knowledge sharing, and global issue awareness through a well-organised and insightful programme.

Building on the strong support for initiatives such as the Accountable Veto Resolution Initiative and the clear enthusiasm for deeper youth engagement, the Committee recommends a renewed focus on enhancing communications, member involvement, and inclusivity. In particular, the introduction of an annual conference is proposed as a strategic platform to better connect members with UNA-UK's central team, showcase progress, and provide space for responsive dialogue.

The Committee acknowledges areas for improvement, including addressing technical challenges in hybrid participation, refining conference structure and focus, and increasing transparency in agenda-setting and funding processes. It also highlights the importance of more proactive member consultation and improved logistical planning to ensure accessibility and a welcoming atmosphere for all.

The conference continues to offer excellent value, supporting UNA-UK's mission through broad regional inclusion, media outreach, partnership development, and leadership visibility. The Board is therefore invited to consider funding this initiative annually as part of future budgets, with a more detailed proposal forthcoming.

Together, these recommendations aim to strengthen UNA-UK's impact, member experience, and contribution to global governance in the years ahead.

Appendix

UNA-UK Members' Conference - Standing Orders Adopted 2025

1. **Name**

A national UNA-UK membership-led conference (hereafter called 'Conference'), will be open to all members, supporters and stakeholders of UNA-UK

2. **Definitions**

'UNA-UK' means United Nations Association – UK (Charity registration number 1146016).

'United Kingdom' or 'UK' means Great Britain and Northern Ireland.

'Members' refers to individuals who are paid-up members of UNA-UK.

'Conference Committee' refers to the members elected during the Conference to organise the next Conference.

'UNA-UK Board' or 'Board' refers to the UNA-UK Board of Directors.

'UNA Group' refers to all local, thematic and student UNA Groups as recognised and approved by the UNA-UK Board.

'Conference Period' will normally be a period of up to two calendar years. A membership-led Conference will be held once in every Conference Period.

3. **Conference Committee**

3.1 Governance

The Conference Committee is a sub-committee of the UNA-UK Board. The Chair of the Conference Committee or a member of the Conference Committee will report on its meetings to the Board. If the Chair is unable to attend a Board Meeting, they should advise the Conference Committee of their non-attendance within a reasonable time and if possible no later than 48 hours before the Board Meeting in order that consideration can be given to another member of the Committee attending the Board meeting in order to report to the Board.

3.2 Composition

The Conference Committee will consist of the following, all of whom must be members of UNA-UK:
- · A Chair;
- · Deputy or Vice Chair; and
- · three other members.

3.3 Attendees at Committee Meetings

The Conference Committee shall invite a representative from among the staff to the UNA-UK to attend Committee meetings in a non-voting capacity and may invite up to

three additional other persons to attend Committee meetings in a non-voting capacity to assist or advise them in relation to matters regarding their role as the Conference Committee.

3.4 Terms of office and election process

Conference Committee members will serve from the date of their election or appointment until the end of the next Conference. They will be eligible for re-election or appointment to the same or another Committee position for a further two terms of Conference after which they may not stand for election or be appointed for one Conference Period before becoming eligible to stand again (subject to paragraph (d) below in the case of the Chair position).

a) The Conference Committee, in consultation with the UNA-UK, will draw up a candidate form for election to the Conference Committee which will be made available to the UNA-UK membership attending the next Conference.

b) Those interested in standing for election to be a Conference Committee member from the end of the next Conference will be invited by the Conference Committee to send their candidate forms to the UNA-UK Company Secretary by a date specified by the Conference Committee that is not less than **4 weeks** before the next Conference.

c) Only UNA-UK members with a minimum of 6 months continuous membership on the date the nomination papers are circulated are eligible to stand for election for the next Conference Committee.

d) For the Chair of Conference Committee position, the candidate will only be able to be elected and re-elected to serve a maximum of three consecutive terms of office as Chair.

e) The UNA-UK office will compile the candidate forms for election to the Conference Committee and make them available for dissemination to UNA-UK members. These will be emailed to members who have registered to attend the Conference whether in-person or electronically.

3.5 Voting for the Conference Committee (for voting on submissions see section 9.3 below)

a) Each UNA-UK Member attending Conference (whether in person or by electronic means) shall have one vote each in relation to the candidates for election to form the next Conference Committee. Those attending by electronic means will be eligible to vote using an electronic form and will follow the instructions provided on the form and the cover email.

b) Elections will be held during the next Conference. Ballot papers will be distributed at the beginning of the Conference (including electronic ballot forms for members joining the Conference remotely), along with instructions on how and by when to complete the ballot forms.

c) The Conference Committee will nominate a person ahead of the Conference to count and verify the votes. The results will be given to the Chair of the Conference to announce the results at the end of the Conference.

3.6 In the event that there are insufficient candidates who have put themselves forward for election at the next following Conference in order to constitute a Conference Committee of 5 members as set out in section 2 above, then as soon as practicable after the Conference, those Conference Committee members who were elected from the end of the Conference shall seek and agree the appointment of a sufficient number of other Members of UNA-UK to join the Conference Committee as members until the end of the next following Conference. Such appointees must have at least 6 months continuous membership of UNA-UK.

4. **Responsibilities of the Conference Committee**

4.1 The Conference Committee will be responsible for:

a) Determining the timing of the Conference

b) Managing the overall Conference Budget

c) Devising a programme and format for the Conference taking into account any informal contact and in consultation with UNA Groups, UNA-UK members and/or Elected Trustees, as it considers appropriate in order to gather views.

d) Logistical arrangements

e) Chairing the Conference sessions

f) Amendments to Standing Orders

4.2 The Conference may partner with members and UNA Groups to help them with the above.

4.3 The Chair of Conference and/or a member of the Conference Committee will discuss with UNA-UK staff, and agree with the UNA-UK Board, in advance of each Conference and as part of the UNA-UK budgetary process for the relevant financial year, the level and nature of any UNA-UK staff time and/or financial support for the next Conference.

4.4 The Conference Committee will put forward its outline plans for the Conference to the UNA-UK Board for approval, in sufficient time in advance of the Conference for the orderly planning of the next Conference.

5. **Purpose, periodicity and notice of Conference**

5.1 Conference shall determine national UNA membership positions on policy issues that fall within the scope of UNA-UK, as defined by UNA-UK's charitable objects and its strategic plan.

5.2 The timing and location of the next Conference shall be determined by the Conference Committee, who will submit proposals for the same to the Board of UNA-UK in sufficient time for the organisation of the Conference.

5.3 The Conference Committee shall give notice of the next Conferences to all members as defined in section 2 through website, publications and any planned UNA Group meetings and electronic mailings as far in advance as possible.

6. **Representation/attendance at Conferences**

6.1 Conference shall consist of:

a) Members of the Board of Directors;

b) Members, as defined in section 2;

c) Supporters and stakeholders of the UNA-UK who are invited to the Conference, as determined by the Conference Committee or the UNA-UK.

6.2 Members, supporters and stakeholders wishing to attend must notify the UNA-UK of their intention to do so by using the link for electronic registration as notified by UNA-UK or by email to info@una.org.uk.

6.3 All those eligible to attend and wishing to attend shall pay attendance fees on a scale to be determined by the Conference Committee (after consultation with the UNA-UK Board).

6.4 UNA-UK supporters and stakeholders are eligible to attend the conference and to speak at the discretion of the Conference Chair, but not to vote.

7. **Entitlement for submissions to the Conference**

7.1 All submissions to Conference must:

a) Be presented in the format of a topic for discussion, either a position paper or a paper with more than one possible position

b) Be no more than 300 words

c) Relate to one of UNA-UK's policy focus areas and cross-cutting themes as defined by UNA-UK's strategic plan or other matters as defined by UNA-UK's charitable objects

d) Directed to an explicit reference to a UN body, treaty or conference.

e) Include a specific action that the UK government, other governments, UNA-UK, WFUNA, or a UN body can take

7.2 The Board is entitled to make up to three submissions to the Conference Committee.

7.3 Members as defined in section 2 are entitled to make up to three submissions to the Conference Committee, listing them in order of priority. The submissions must be supported by five other Members. No member may make or support more than three submissions. The member sending the submission is expected to be willing for their name and email address to be shared with others making similar submissions, so that they can coordinate their presentation.

7.4 Submissions should not include supporting information. The Conference Committee may request additional information from submitters.

8. **Process for determining topics for discussion and submissions**

   8.1 The Conference Committee shall notify all Members as defined in section 2 of the deadlines and process for submissions to the Conference Comittee.

   8.2 The Conference shall invite submissions from all those specified in section 7 not less than 10 weeks before the Conference.

   8.3 All submissions must reach the Conference Committee not less than 8 weeks before the Conference in electronic format. In the event that the Conference Committee does not receive enough submissions, the Committee will decide on the topics for presentation at the Conference

   8.4 The Conference Committee will group the submissions into topics which can be debated. If there appear to be too many topics the Conference Committee will select the topics from the submissions received. Only these submissions will be included in the Conference agenda. The Conference Committee will notify those whose submissions were not selected or deemed 'ineligible'. The Conference Committee may, if necessary, composite or edit the submissions received in consultation with the submitters.

   8.5 The Conference Committee shall disseminate the Conference agenda not less than 4 weeks before the Conference to UNA-UK Members, UNA Groups, the UNA-UK Board, and all those listed in section 6

9. **Proceedings at the Conferences**

   9.1 Quorum and format

   a) The quorum at the Conferences shall be 25 UNA-UK members (in attendance in person or electronically) as at the Conference date.

   b) The Conference Committee shall devise the format of the Conferences taking into account submissions received. If necessary, the Conference Committee may allocate topics to be discussed in plenary sessions and topics to be discussed in concurrent smaller groups.

   c) The Conference Committee may invite UNA-UK staff or others to advise on issues of fact relevant to the topics being debated.

   d) The Conference Committee shall make available the format and proceedings at the Conference to all those attending the Conference.

   e) The conference may be held in person or as a hybrid in person and electronic event. In the event that the Conference is unable to take place in person, the Conference may be held entirely electronically.

   9.2   Order of debate

a) The Chair of the Conference Committee shall act as Chair of the Conference Conference and/or nominate other members of the Conference Committee or other UNA-UK members to chair particular sessions (hereafter called Session Chairs).

b) The Chairs as defined above in section 9.2(a) shall accord the right to speak, declare debates open and closed, put issues to vote and announce the result of voting. The Chair of each session's' decision are final.

c) Subject to any alterations by the Chairs, submissions will be discussed in the plenary and policy sessions as per section 9.1(b) and in the order they are presented in the agenda. Only submissions contained in the agenda may be discussed, with the exception of 'urgent topics' – see Section 9.4

d) Members as defined in section 6 that have made policy submissions that have been included in a topic shall be invited by the Session Chair to present their submissions, after which the floor will be opened to discussion. The Session Chair may accord a 'right of reply' to the submitters.

e) At the discretion of the Session Chairs, those presenting submissions shall be given time to speak and all others participating in the debate will be given time to respond. The Session Chairs will determine how much time is speaker will have and their decision will be final.

f) Having listened to the debate, the Session Chairs will have the right to accept or propose changes to a submission they consider that they will more truly reflect the will of Conference.

g) Where consensus has not emerged, the Session Chairs may either put the issue to a vote or seek agreement on referring the matter to the UNA-UK Board for further consideration.

h) The Session Chairs shall put a submission to the vote in total or in sections.

9.3 Voting on Submissions

a) Those Members attending the Conference whether in-person or by electronic means will have one vote per person and will be able to vote by a show of hands, or electronically.

b) A two-thirds majority is required for the submission to be passed.

c) The Chair's decision on the outcome of a vote is final.

d) If necessary, the Chair may seek a decision in principle from those present, with approval to make minor drafting changes to the submission.

9.4   Urgent topics

a) During the Conference, delegates may propose to the Conference Chair an urgent topic for discussion. 'Urgency' is defined as significant developments that have arisen since the deadline for Conference submissions and which fall within the requirements of section 7(a).

b) The Committee shall specify a deadline and process for urgency proposals and communicate this to the Conference Chair.

c) The Conference Committee shall decide whether the submissions are in order as defined in section 7.1and qualify as 'urgency' submissions.

d) The Conference Committee will be asked if it wishes time to be allocated to any/all eligible submissions. The Conference Committee shall then allocate time either in a separate session on urgency submissions, or during the appropriate Conference session.

e) The order of debate and voting on urgency submissions shall be the same as for all other submissions – see sections 9.2 and 9.3

10. Conference outcomes

10.1   After the Conference, the Conference Committee will report the outcomes and produce a 'Conference Report'. This will be made available on the UNA-UK website and disseminated to members and UNA Groups via email.

10.2   The Conference Report will contain policy positions agreed at the Conference. The Chair of the Conference that has just been held will, in consultation with members of the Conference Committee for that Conference, prepare the Conference Report within 4 weeks following the Conference and submit this to the Company Secretary.

10.3   The Company Secretary will circulate the Conference Report to the UNA-UK Board for discussion at the next following Board meeting. In accordance with the Articles of Association of UNA-UK, at that Board meeting, the Chair of the next Conference Commiittee will be proposed for appointment as a Trustee of UNA-UK in place of the Chair of the previous Conference Committee.

10.4   The Conference Report will guide discussions and actions by the Board, UNA-UK staff, UNA Groups and/or the wider UNA-UK membership. The Conference report will also serve as a guide to the Board when developing UNA-UK's next strategic plan and when considering any further appropriate actions to be taken forward by UNA-UK staff.

10.5   At the next Conference, the Conference Committee shall provide an update on any action taken by members, UNA Groups and the UNA-UK Board/staff in relation to the matters covered by the previous Conference Report.

11. Amendment of the Standing Orders

11.1   These Standing Orders govern the procedures and processes related to the Conferences. They will be made available to all UNA-UK members and to UNA Groups by publication on the UNA-UK website.

11.2   Members as defined in section 2 may make proposals to amend the Standing Orders. All such proposals should be forwarded to the Conference Committee for consideration. The Conference Committee will consider such proposals (but shall not be required to adopt them).

11.3   These Standing Orders may be amended from time to time subject to agreement by both the Conference Committee and the UNA-UK Board. Before any amendments to these standing Orders are agreed, the UNA-UK Board

shall confirm that any such amendments do not conflict with UNA-UK's constitutional documents, other legal requirements and/or strategic plans.

11.4 These Standing Orders (and any amended version of these Standing Orders) will be shared with UNA-UK Members by sending them with the papers for the next following Conference and at the next following Conference and by making them available on the UNA-UK website.